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**From:** Boydston, Michael  
**Sent:** Tue 10/11/2016 9:17:53 PM  
**Subject:** Telework request for 10/12 and 10/14

I'd like to work from home tomorrow, Wed. 10/12, and also on Friday 10/14.

### **Wednesday 10/12**

#### **Planned schedule:**

Work: 7:45-4:15

CRHRU: 3:00-4:15 pm

**Hours worked:** 6.75

#### **Work to be done:**

1. GKM FOIA review / related planning; other GKM issues
2. CO RH calls (1 internal, 1 w parties)
3. McCabe RH rule call
4. MT Nutrients FOIA call
5. U&O FIP review
6. FOIA appeal response
7. Research on site visit training

### **Friday 10/14**

**Planned schedule:**

Work: 7:45-4:15

CRHRU: 3:00-4:15 pm

**Hours worked:** 6.75

**Work to be done:**

1. GKM FOIA review / related planning; other GKM issues
2. Research on site visit training
3. FOIA appeal response
4. Work on ediscovery best practices doc if time permits

**Misc.:**

• [redacted] # at alternate workplace [redacted] Ex. 6 - Personal Privacy personal cell) (+ will forward desk phone)

• [redacted] I'm also requesting approval to earn up to 2 credit hours working between 6:00–7:45 AM and 4:15–6:00 PM each day.

Thanks.

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Michael Boydston

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